

SEVERN BUSINESS COLLEGE

SBC Level 3 Diploma in Human Resource Management

Course Handbook

Qualification
SBC Level 3 Diploma in Human Resource Management

Level
3

Total Qualification Time
1200

Credit Value
120

Aim of the Course
The Level 3 Diploma in Human Resource Management provides learners with a comprehensive understanding of the key principles, practices, and functions within the HR profession. It is designed for those aspiring to start or advance a career in HR, personnel management, or people operations.
Learners will develop the knowledge and practical skills required to effectively recruit, manage, develop, and retain talent, as well as understand employment law, organizational behavior, and the strategic importance of HR in business success.

Assessment
Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

Course Structure

SBC Level 3 Diploma in Human Resource Management			
Unit number	**Units**	**Unit level**	**Unit credit**
1	Understanding Human Resource Management	3	20
2	Recruitment, Selection and Talent Acquisition	3	20
3	Performance Management	3	20
4	Employee Relations and Employment Law	3	20
5	Learning and Development	3	20
6	Strategic Human Resource Management	3	20

Assessment Grades

Grade	Marking Criteria
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism

UNIT SPECIFICATIONS

Unit Title
Understanding Human Resource Management

Level
3

Learning Time Hours
200

Credit Value
20

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Understand the role and purpose of Human Resource Management in organizations.	1.1: Explain the main functions and objectives of HRM. 1.2: Describe how HRM contributes to organizational effectiveness.
2. Understand the relationship between	2.1: Explain how HRM aligns with business goals.

HRM and organizational strategy.	2.2: Assess the strategic importance of effective HR planning.
3. Understand the key responsibilities of HR professionals.	3.1: Identify the core competencies of HR practitioners. 3.2: Evaluate the importance of ethical conduct in HRM.
4. Understand the impact of external factors on HRM.	4.1: Explain how labor market conditions affect HR practices. 4.2: Discuss how legislation influences HR policies.

UNIT SPECIFICATIONS

Unit Title
Recruitment, Selection and Talent Acquisition

Level
3

Learning Time Hours
200

Credit Value
20

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Understand the recruitment process and workforce planning.	1.1: Explain the stages of the recruitment and selection process. 1.2: Describe how workforce planning supports business needs.
2. Understand methods of attracting and selecting candidates.	2.1: Evaluate different recruitment methods and their effectiveness. 2.2: Assess the importance of fairness and equality in recruitment.
3. Understand the legal and ethical aspects of recruitment.	3.1: Explain the key employment laws affecting recruitment. 3.2: Discuss ethical considerations in talent acquisition.
4. Understand the onboarding and induction process.	4.1: Describe the purpose and benefits of induction programs. 4.2: Assess how effective onboarding supports employee retention.

UNIT SPECIFICATIONS

Unit Title
Performance Management

Level
3

Learning Time Hours
200

Credit Value
20

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Understand the principles of performance management.	1.1: Define performance management and its objectives. 1.2: Explain how performance management supports organizational success.
2. Understand methods of measuring and evaluating performance.	2.1: Identify tools and techniques used in performance appraisal. 2.2: Evaluate the effectiveness of feedback in performance improvement.
3: Understand how to manage underperformance.	3.1: Explain causes of underperformance in the workplace. 3.2: Describe strategies to address and improve poor performance.
4. Understand the link between motivation and performance.	4.1: Explain motivational theories relevant to performance management. 4.2: Assess the impact of motivation on individual and team outcomes.

UNIT SPECIFICATIONS

Unit Title
Employee Relations and Employment Law

Level
3

Learning Time Hours
200

Credit Value
20

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Understand the importance of effective employee relations.	1.1: Explain the role of employee relations in maintaining workplace harmony. 1.2: Describe the impact of poor employee relations on organizational performance.
2. Understand employment law and its impact on HR practices.	2.1: Identify key areas of employment legislation. 2.2: Explain how employment law influences HR policies and procedures.
3: Understand conflict management in the workplace.	3.1: Explain common causes of workplace conflict. 3.2: Evaluate methods of resolving employee disputes.
4: Understand the role of consultation and negotiation.	4.1: Describe the process of employee consultation. 4.2: Assess the importance of negotiation in maintaining positive employee relations.

UNIT SPECIFICATIONS

Unit Title
Learning and Development

Level
3

Learning Time Hours
200

Credit Value
20

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the importance of learning and development in organizations.	1.1: Explain how learning and development contribute to business success. 1.2: Describe how learning needs are identified within organizations.
2: Understand training design and delivery.	2.1: Explain key principles of designing effective training programs. 2.2: Evaluate methods for delivering learning interventions.
3: Understand how to evaluate training effectiveness.	3.1: Describe methods used to measure learning outcomes. 3.2: Assess the benefits of training evaluation for HR and management.
4: Understand the role of continuous professional development (CPD).	4.1: Explain the importance of CPD for HR professionals. 4.2: Describe ways individuals can plan and manage their own CPD.

UNIT SPECIFICATIONS

Unit Title
Strategic Human Resource Management

Level
3

Learning Time Hours
20

Credit Value
20

Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1: Understand the concept of strategic HRM.	1.1: Define strategic HRM and its objectives. 1.2: Explain how HR strategy supports long-term organizational goals.
2: Understand workforce planning and succession management.	2.1: Explain the role of workforce planning in HR strategy. 2.2: Describe methods used for succession planning.
3: Understand how to align HR strategy with organizational performance.	3.1: Evaluate how HR practices support organizational change. 3.2: Discuss the importance of data and analytics in strategic HRM.
4: Understand contemporary challenges in HRM.	4.1: Identify key global and technological trends affecting HR. 4.2: Assess how organizations can adapt to emerging HR challenges.

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